

HVMP Return for Revision User Guide

Notice of Application Returned for Revision

You will receive an email notification when your application has been returned to you for revision, alerting you to login and review which fields for your application require revisions.



Example of Returned for Revision Email

When the Account Holder logs into the application on Hirevets.gov, the Dashboard will indicate that the application is in the Returned for Revision status and list which application questions have been returned to you to revise.



Dashboard

Current Application

Notice

142

days until Award Recipients
recognized

[View Application Timeline](#)

Welcome, April Twenty-one

Revision Required

VETS has reviewed your application and requests that you revise and resubmit certain information to be considered for a Medallion Award:

- **Attestation Title:** Attestation title not equivalent
- **Employer Street Address:** Typo or other input error suspected

Steps To Take

To be considered for a Medallion Award, please take the following steps:

1. Review carefully the relevant application field wording and associated [instructions](#).
2. Review any relevant information from the [Frequently Asked Questions](#) which may provide additional guidance for this/these application field(s).
3. Revise the response(s) to this/these field(s).

To revise your responses, click the UPDATE button below. You may remove your application from consideration for an award by clicking the WITHDRAW button below.

Prior to resubmitting an application, the employer representative (i.e. the Chief Executive Officer or the Chief Human Relations Officer of the employer, or any equivalent official) must re-attest to the information contained in the application.

If the revised response(s) still do(es) not meet the award requirements, you will not have another opportunity to resubmit and your application will be denied. FOR PLATINUM APPLICATIONS ONLY: If you resubmit your application and it does not meet the requirements for a platinum award, your application will be considered for a gold award. If your application does not meet the requirements for a gold award, your application will be denied.

Revision Deadline

You have one opportunity to revise this/these response(s) and resubmit your application within **5 business days** of receiving this message for further consideration by VETS.

Questions?

If you have any questions about these instructions, please contact the HIRE Vets Medallion Program team at HIREVets@dol.gov or click the Contact link at the top right of this page to access the contact form.

2020 HIRE Vets Application

Status: **RETURNED FOR REVISION**

Date Started:	April 30, 2020
Employer Name:	AGC Industires
Employer Size:	Small
Medallion Level:	Gold
Application ID:	SG-8920-1588304131
Payment Completed:	No

UPDATE

WITHDRAW



United States
Department of Labor

Engage Share

200 Constitution Ave. NW
Washington, DC 20210
1-866-4-USA-DOL
1-866-487-2365
TTY
www.dol.gov

FEDERAL GOVERNMENT

White House
Disaster Recovery Assistance
DisasterAssistance.gov
USA.gov
No Fear Act
U.S. Office of Special Counsel

LABOR DEPARTMENT

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Accessibility Statement

Revising and Re-submitting Your Application

You can revise and resubmit your application by completing the following steps:

1. Click the Update button on your Dashboard to open your application. Both the medallion application menu on the left and top will identify which application sections contain responses which need to be revised.

An official website of the United States government [Here's how you know](#)

The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Act of 2017 [Contact](#)

HIREVets.gov ABOUT ▾ AWARDEES RESOURCES ▾ FAQ DASHBOARD MY ACCOUNT ▾

Sections

- A. Employer Information**
- B. Veteran Employee Criteria
- C. Labor Law Violations
- D. Review and Attestation**
- E. Pay Application Fee

Questions?
If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

< Return to Dashboard

OMB No. (1293-0015)
Form Expires: 01/31/2021

2020 HIRE Vets Application

Small Employer, Gold Medallion

Instructions **Employer Identity** **Employer Address** **Employer Size**

Please note that this form includes accompanying instructions for the Small Employer Gold Award that explain how to fill out this form. These instructions include important information, such as definitions and rules, for determining whether an employer has met the medallion criteria. You must read the instructions for the Small Employer Gold Award prior to completing and submitting the application.

You can view some information from the instructions while completing the application by hovering your cursor over the information icon (indicated by a lowercase letter "i" in a circle) that appears next to certain items.

OMB Burden Statement: Persons are not required to respond to this collection of information unless it displays a currently valid OMB number. Obligation to respond is required to obtain or retain benefits under the Honoring Investments in Recruiting and Employing American Military Veterans Act. The 5.75 hour public reporting burden for this collection of information, which is to apply for an award showcasing excellence in hiring and retaining veterans, includes time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection, including suggestions for reducing burden, to the U.S. Department of Labor, Veterans' Employment and Training Service, Room S-1212, 200 Constitution Avenue, NW, Washington, DC 20210.

If you need assistance please see our [FAQ page](#).

Example of the Medallion Application indicating fields requiring revision

Your original response is shown and space is provided to edit and save a new response.

An official website of the United States government [Here's how you know](#)

The Honoring Investments in Recruiting and Employing American Military Veterans (HIRE Vets) Act of 2017 Contact

HIREVets.gov ABOUT ▾ AWARDEES RESOURCES ▾ FAQ DASHBOARD MY ACCOUNT ▾

Form Expires: 01/31/2021

2020 HIRE Vets Application

Small Employer, Gold Medallion

A. Employer Information

B. Veteran Employee Criteria

C. Labor Law Violations

D. Review and Attestation

E: Pay Application Fee

Questions?
If you need to find answers and general information quickly about the HIRE Vets Medallion Application, please review the FAQ Page.

Instructions **Employer Identity** **Employer Address** **Employer Size**

Item 5: Employer Street Address (*Required)

! **Typo or other input error suspected**
VETS has reviewed your application and requests that you revise and resubmit certain information to be considered for a Medallion Award. Your previous response of:
123 Main St
appears to contain a typo or other input error. Please read all instructions for this item and revise your response, if necessary. Note: If this item has additional instructions, indicated by an information icon **!** in the above instructions for this item, you may view them by hovering your cursor over the icon.

123 Main St

Enter the official address (number, street, and room or suite number, as applicable, of the employer's principal office or place of business) for the employer listed in Item 1.

Example of a returned application question response

2. Revise your response for the first highlighted application question
3. Click Continue
4. Repeat for each application question which has been returned for revision
5. Once all updates have been completed, re-complete the attestation information in the Review and Attestation section and Submit your application

! Prior to resubmitting an application, the Chief Executive Officer or the Chief Human Relations Officer (or the equivalent to those positions) must attest to this section of the application; their name and title must appear in the Name and Title fields.

Attestation Information

For Items 23-24, provide information for the person attesting to Item 27

Item 23: First and Last Name (*Required)

6. Confirm the Resubmission

CONFIRM RESUBMISSION ✕

Are you sure you would like to resubmit your Small Gold application to VETS?

Please note: After you resubmit you will not be able to make any further changes to your form unless requested to do so by VETS.

Confirmation of Resubmission

After re-submitting your application, you will receive an email confirmation notification

HIRE Vets Medallion Application Resubmitted

 noreply@hirevets.gov
Mon 7/6/2020 5:27 PM
To:
Cc: You

HIREVets.gov

A HIRE Vets Medallion Gold application (#SG-8920-1588304131) was resubmitted on July 6, 2020 for your company, AGC Industries. VETS will send to this email address any correspondence relating to this application, such as requests for additional information, if needed. You may log in to your account at HIREVets Medallion at any time to view the status of your application via the Dashboard page.

The following list shows what the key dates and deadlines are for the program, including the date by which VETS will notify each applicant of the outcome of their application.

- August 1: Finish returning applications needing clarification to employers for revision
- August 31: Complete application review
- September 30: Select award recipients
- October 11: Notify applicants of award decisions
- November 1: Stop accepting requests for reconsideration from denied applicants (for October 11 notice of denial only)
- November 11: Announce award recipients More information about the HIRE Vets Medallion Program can be viewed at <https://www.hirevets.gov>.

Example of the Resubmitted application notification

And your Dashboard will also reflect the Re-Submitted status

2020 HIRE Vets Application

Status: **RE-SUBMITTED**

Date Started:	April 30, 2020
Employer Name:	AGC Industires
Employer Size:	Small
Medallion Level:	Gold
Application ID:	SG-8920-1588304131
Payment Completed:	No

[VIEW](#)

[WITHDRAW](#)

Example of the Re-Submitted Dashboard